

## DENTAL DIVISION MANAGER

### NATURE OF WORK

This is responsible professional, administrative and supervisory work participating in and directing the programs and professional services of the Dental Health Division.

Work involves responsibility for directing and assuring the performance of professional clinical dental services, policies and procedures. Work also involves directing and administering the planning, implementation and evaluation of school and community-based dental health programs and services. Administrative responsibilities include management of professional dentist contract(s) and quality control for all dental services provided. The employee in this class exercises considerable independent judgment with work decisions made within established departmental policies and procedures as well as professional guidelines. Supervision is received from an administrative superior with work being reviewed in the form of adherence to dental practices, effectiveness of dental programs, reports and public comment. Supervision is exercised over subordinate professional and support staff.

### EXAMPLES OF WORK PERFORMED

Supervises and directs the operation of the Dental Health Division; develops and administers the division budget; develops and recommends administrative policies and procedures for the division; develops and evaluates reports for the division; writes reports and manages grants for the division.

Develops, implements and directs quality control programs for all clinical services for the division; administers and enforces quality and quantity measures of performance.

Develops, implements and administers school and community-based dental health programs including the delivery of services utilizing the mobile health clinic; evaluates the effectiveness of programs and materials.

Interviews, hires and evaluates subordinate division personnel; plans and coordinates staff development and training programs.

Recruits, interviews and selects contractual dentists; negotiates and manages professional contracts for dental services; monitors performance.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in dental health related activities.

Acts as a dental health consultant to public health personnel, school personnel, and interested community groups and organizations; convenes and facilitates area agencies, community and

neighborhood work groups for assessment of community dental needs, policy development, service delivery and evaluation.

Performs routine professional clinical dental hygiene procedures.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the applications, practices and techniques of dental hygiene and the profession of dentistry.

Considerable knowledge of methods, practices and techniques used in ascertaining community dental health problems and dental health education needs.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

Knowledge of dental instruments, supplies, equipment and medications; sterilization techniques and their applications; and of radiation hygiene and hazards.

Ability to make professional and administrative decisions within the framework of department policy.

Ability to communicate effectively both orally and in writing.

Ability to plan, assign, coordinate and evaluate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with co-workers, subordinates, public officials and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school for dental hygienists accredited by the Nebraska State Board of Dental Examiners and experience as a dental hygienist; plus graduation from an accredited four-year college or university supplemented by a Master's degree in dental hygiene, health education or related field and administrative and supervisory experience in a dental office or facility.

Membership in the American Dental Hygienists Association.

## MINIMUM QUALIFICATIONS

Graduation from a school for dental hygienists accredited by the Nebraska State Board of Dental Examiners and experience as a dental hygienist; plus graduation from an accredited four-year college or university with major course work in dental hygiene, health education or related field and administrative experience in a dental office or facility; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

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